



GUIDELINES FOR FINANCIAL SUPPORT

GLOBE Annual Meeting for Europe and Eurasia in Cologne, Germany, 2016

The GLOBE Implementation Office (GIO) is kindly providing financial assistance of up to \$1,000 USD of funding to be used for each country, if needed, to attend the GLOBE Annual Meeting for Europe and Eurasia in Germany on 26 - 30 September 2016. The GIO is making this contribution to our region in the spirit that each country will also show their support for GLOBE by supporting additional representatives, trainers or teachers to attend. In this way, all countries contribute and share in the costs associated with the event. The funding for countries that don't need financial support will be given to countries that are in need.

Who is eligible for financial support?

There is funding for every GLOBE country that sent country report 2016 and completed GLOBE Annual Survey 2015. The applicant(s) for support should be:

1. cc;
2. if cc cannot come: assistant/deputy cc;
3. if both cannot come: government point of contact.

If a Country Coordinator wants to nominate another person to take his/her place at the GLOBE Annual Meeting for Europe and Eurasia, **the person has to be listed on the country's webpage in the globe.gov website.** The person and his/her information should be listed under the contact Info tag.

Eligible costs include:

- Travel costs: air ticket
- Food served during the event: lunch; working dinner on Monday
- Accommodation at the event;
- conference fee.

Max funding

The GIO offers a maximum of \$1,000 USD per participating country. Please work with your national ministries and other funding sources in your country to obtain additional funds. Please note that GLOBE Europe and Eurasia Region Coordination Office (RCO) may have some additional funding available for countries in need of funding in excess of \$1,000 USD. Therefore, it is essential that we know how many countries will be applying for travel assistance funding as soon as possible to be able to make the calculations necessary to ensure support to those in need. This leads to the funding procedure described below.

Funding procedure

- Register **at last on June 30th**. Submit the price of the ticket you want to buy and the amount of nights you want to stay;
- If your total eligible costs are **below \$1,000** you will always be funded completely. If they are above \$1,000 we will try to distribute the funding of those who need less than \$1,000 to those who need more;
- If your total costs are above \$1,000 we will let you know how much of the costs above \$1,000 we can fund; **at latest during July** you will receive a confirmation with the total costs to be paid by you.
- The GLOBE Europe and Eurasia RCO will pay for your hotel, food, accommodation and conference fee directly;
- In the matter of **airticket** we have to follow the rules for reimbursement set by UCAR and **follow the Fly America Act. The Fly America Act requires the use of U.S. flag carriers when available** for U.S. government funded travel. We highly recommend the use of a professional travel agent familiar with the Fly America Act due to the Act's complexity. (see the International Airfare Guideline in the attachment). If your travel agent is unable to find a flight that complies with Fly America Act asked him to fill in and sign the Fly America Act checklist (in the attachment).
- **Travel will be reimbursed without the checklist if the travel complies with Fly America. Travel that does not comply will require the checklist.** Train travel does not have restrictions, other than the cost should be reasonable (e.g., no first class tickets).
- **For the reimbursement of your airticket** you will provide us with the **checklist in advance** and a copy of the receipt and airticket at the conference. We will refund the amount that is left of the total funding of \$1,000 to you after subtraction of the costs for the food, accommodation and conference fee;
- You will be asked to submit your bank details;
- In the month after the meeting, the GLOBE Europe and Eurasia RCO will directly transfer the money to you.

Contact for funding: GLOBE Europe and Eurasia Region Coordination Office, Bara Semerakova, Dana Votapkova, europe@globe.gov